Henry Chadwick
Community Primary School

School Lane, Hill Ridware, Rugeley WS15 3QN
Tel: 01543 490354

Headteacher
Mrs V Barnes

Website: www.henrychadwick.staffs.sch.uk
E-mail: office@henrychadwick.staffs.sch.uk

Primitas Learning Partnership
Consultation
Collaboration
Support

ADMISSIONS POLICY 2028 - 2029

Henry Chadwick Primary School in Hill Ridware, near Lichfield, is part of the Primitas Learning Partnership and converted to academy status on September 1st 2019. This policy was finalised following a full public consultation in 2020-2021 and was published in March 2021.

Aims

This policy is designed to ensure there is an open and fair admissions procedure for all applicants and to help guide parents and their children through the application process.
The school's admissions arrangements will not disadvantage unfairly, either directly or indirectly, any child from a particular social or racial group, or any child with a disability or special educational needs, and that other school policies do not discourage parents from applying for a place for their child.

This policy details the school's arrangements for admissions and will apply to all admissions from September **2028 to July 2029**. This includes in-year admissions within this period.

Parents are encouraged to visit the school with their child if they are planning to apply for a place.

The School / Partnership will consult on the admissions arrangements at least once every seven years or if there are proposed changes to the admission arrangements which require consultation.

This policy will be reviewed annually or in the following circumstances:

- Changes in legislation and / or government guidance
- As a result of any other significant change or event
- As the result of a decision of the office of the Schools' Adjudicator

Admissions arrangements will be set annually, this will happen even if there are no changes from previous years and a consultation is not required.

Published Admission Number (PAN)

The school has an agreed Published Admission Number (PAN) of 15 per year.

To apply you need to go via complete Staffordshire County Council's admissions application process and all submissions must be sent directly to them by formal deadline of **15 January 2028**.

Henry Chadwick
Community Primary School

School Lane, Hill Ridware, Rugeley WS15 3QN
Tel: 01543 490354

Headteacher
Mrs V Barnes

Website: www.henrychadwick.staffs.sch.uk
E-mail: office@henrychadwick.staffs.sch.uk

Primitas Learning Partnership
Consultation
Collaboration
Support

Criteria for Admission

All children with a Statement of Special Educational Needs or Disabilities, or with an Education, Health and Care Plan that specifies the school as the placement school, will automatically be admitted.

Children can be admitted from the wider area if places are available.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below.

1. Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order) as defined by the Children Act 1989 as well as those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (2021 schools admissions code) – IAPLAC provision.

2. Children who satisfy both of the following tests:

Test 1 - The child is distinguished from the great majority of other applicants either on their own medical grounds or by other exceptional circumstances.
Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend the school rather than any other school.
Exceptional circumstances must relate to the school and the individual child; i.e - the circumstances of the child, not the economic or social circumstances of the parent / carer. They should be supported by a professional report (obtained by the applicant and provided at the point of application); Eg - social worker. This report must clearly justify why it is better for the child to attend Henry Chadwick Primary School rather than any other school.
and

Test 2 - The child would suffer hardship if they were unable to attend the school.
Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

3. Children who have an elder sibling in attendance at the school and who will still be attending the school at the proposed admission date; (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parent's marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)

4. Children who have attended our on-site nursery provision.

5. Children living in the catchment area of the school.

6. Children of Henry Chadwick Primary School employees in either or both of the following circumstances:
a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and / or;
b) where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

7. Other children arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the Local Authority's geographical information system.

On occasions where it is not possible to accommodate all children applying for places within a particular category then the school will allocate the available places in accordance with the remaining criteria; for example, if all the catchment area children cannot be accommodated, then children who are resident within the catchment area will be arranged in order of priority according to the remaining criteria.

Related Notes
The normal point of entry for admission to First, Infant and Primary Schools is Reception where full time places will be available in September of the academic year in which the child becomes five years old.

Copies of school catchment area maps are available from Staffordshire County Council or the school. Admissions for the normal age of entry are administered through a coordinated admission scheme and preferences for maintained schools will be processed centrally by the School Admissions and Transport Service at Staffordshire County Council. Each child will receive only one offer of a place at a Staffordshire school.

Children in care means children who are looked after by a Local Authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school as well as those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (2021 schools admissions code) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under Adoption and Children Act 2002 (see section 46 adoption orders).

Henry Chadwick
Community Primary School

School Lane, Hill Ridware, Rugeley WS15 3QN
Tel: 01543 490354

Headteacher
Mrs V Barnes

Website: www.henrychadwick.staffs.sch.uk
E-mail: office@henrychadwick.staffs.sch.uk

Primitas Learning Partnership
Consultation
Collaboration
Support

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, the school will not seek to obtain this information on behalf of the applicant.

The home address is considered to be the child's along with the parent / carer's main and genuine principal place of residence at the time of the allocation of places - where they normally and regularly live. If a child is resident with friends of relatives (for reasons other than legal guardianship) the friends of relative's address will not be considered for allocation purposes.
Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

The Local Authority uses a geographical information system (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address are determined and provided by the Local Land and Property Gazetteer (LLPG) and OS address point data. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The school is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

If a child's home address changes during the admissions process it is the responsibility of the parent/ carer to inform Staffordshire County Council immediately. Where there is a proposed house move taking place during the admission process, the school will only accept the revised address for the purposes of allocation where parents / carers can provide documentary evidence of the move. It will be necessary for sufficient evidence of a permanent move to be provided by the applicant before it will be taken into account for allocation purposes at the national offer date.

For service and crown servant families –a place will be allocated in advance on receipt of an official relocation letter, a unit or quartering address will be used if requested.

If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places then that place is likely to be withdrawn.

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

Admission Outside of the Normal Age Group

Parents may seek to apply for their child's admission to school outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child.

A decision as to whether this is an appropriate course of action will be made by the Governing Body who will take into account the circumstances of the case and views of the Headteacher.

Parents do not have the right to insist that their child is admitted to a particular year group.

Decisions are made in the child's best interests. We will consider a range of evidence, including but not exclusive to: parents' views; academic, social and emotional development; medical history and medical views; any previous education out of age group; prematurity; reasons will be given.

The notification date for school places is 18th April 2028.

Deferred Entry

Children are entitled to a full-time place in the September following their fourth birthday, but parents may request to defer entry until later in the school year (but not beyond compulsory school age or the start of the final term). Children may attend part-time until compulsory school age.

Waiting Lists

- Unsuccessful applicants will be placed on a waiting list in accordance with the over-subscription criteria stated above and not based on the date their application was received.
- There will be a period of two weeks after the national offer date whereby available places will not be reallocated.
- If places become available after this date they will be offered according to the child at the top of the waiting list.
- The waiting list will operate until 31 December of the year of admission.
- Inclusion on a school's waiting list does not mean that a place will eventually become available at the school.

A child's position on a waiting list is not fixed and is subject to change during the year; Ie - they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria.
Children who are subject of a direction by Staffordshire County Council to admit or who are allocated to a school in accordance with the fair access protocol will take precedence over those on the waiting list.

Late Applications
Preferences received after the closing date will be considered alongside those applicants who applied on time wherever possible.
Where it is not practical, because places have already been allocated, or are shortly to be allocated, then late preferences will be considered only after those that were made before this point.
A late application does not affect the right of appeal or the right to be placed on a school's waiting list.

Repeat Applications
Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the school has accepted a second application from the applicant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

In-Year Admission Arrangements
Parents or carers seeking to be admitted may make an application directly to the school using the appropriate application form which is obtainable via contact with school reception.

This application will be processed in line with the procedure outlined in the determined admission arrangements but parents and carers need to be aware that in the case of transfers between local schools, although the expectation is that the transfer will happen as soon as possible, a date set for joining the school **may be** after the next term or half-term holiday however and those parents / carers are responsible for ensuring that their child continues to receive appropriate education in the interim.

In-Year application forms can be found at: https://www.henrychadwick.staffs.sch.uk/Admissions-20072026102827/

Appeal Process
You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied.

If you wish to appeal, you must contact the school to obtain the procedure and the date by which an appeal must be received by them. The refusal letter will state the reasons, the right to appeal, the

deadlines for appeal and contact details. Parents have at least 20 school days to lodge an appeal. The appeal will be conducted by an independent appeal panel.

Fair Access Protocol

The school complies with Staffordshire County Council's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admissions Code 2021.

Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

Pupils included in the Fair Access Protocol will take precedence over those held on the waiting list.

Reviewed under Chairs Powers 19th October 2026

Reviewed By Full Governors November 9th 2026
Implementation Date July 2028